

# **Employer/Employee Handbook**



**NOTES FROM ILF CONFERENCE 2014**

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# Introduction

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- **Terms and conditions of employment**
- **Not necessary to have standard operating procedures in Employment Handbook or Manual**
- **Prevent misunderstanding of expectations**

# Introduction

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- **History of Employer**
- **Employment Status – at will**
- **Hours of Work and Overtime**
  - Job description – exempt
- **Resource: Wage and Hour Division at [www.dol.gov/whd/](http://www.dol.gov/whd/)**

# Must have

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- **Non-Discrimination policies**
- **EEOC at [www.eeoc.gov/](http://www.eeoc.gov/)**
- **Harassment**
  - Written policy for complaint
- **ADA**
  - Have a policy how to request consideration
- **Employee dating – fraternization**

# Attendance and leave absence

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- Attendance policy including job abandonment
- Medical leave of absence
- Personal leave of absence
  - *FMLA policy and Resource at [www.dol.gov/whd/fmla/index.htm](http://www.dol.gov/whd/fmla/index.htm)*
  - *Military Leave*
  - *Vacation , personal, Sick Days, PTO and Holiday*
  - *Workers comp, STD, LTD*
  - *Jury duty and bereavement*
- Can use vacation days for severance pay

# Wage and Hour

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- **Timekeeping**
  - IC 5-11-9-4 records maintained to show hours worked
  - General Forms: 99A, 99B, and 99C
- **Meal, Rest periods**
- **Reviews, appraisals**
- **Payroll wage deductions**

# Technology

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- **Computer use including Internet**
- **Cell phones and texting**
- **Social Media**
- **Workplace monitoring**
- **Confidentiality of company information**

# Safety and Health

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- Workplace accidents
- Tools and equipment
- Smoking and tobacco use, including e-cigarettes
- Guns and weapons
- Workplace violence
- Substance abuse policies, includes testing
- Drug free workplace



# Miscellaneous

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- **Termination of Employment**
  - At-will
- **Work rules and employee conduct**
  - Progressive discipline
  - Dress code
  - Conflict of interest
  - Moonlighting
  - Personnel records
  - Reference requests
- **Employee Acknowledgement**